

**NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4822; DSN 853-4822  
WEBSITE: [www.azguard.gov/hro](http://www.azguard.gov/hro)  
EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 06-330T    OPENING DATE: 21 SEP 2006    CLOSING DATE: 19 OCT 2006**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:  
TOOL & PARTS ATTENDANT, WG-6904-06, TC70673000**

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**APPOINTMENT FACTORS:    OFFICER ( )    WARRANT OFFICER ( )    ENLISTED ( X )**

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<b>SALARY RANGE: \$15.54 - \$18.13 PH</b>	<b>SUPERVISORY ( )    MANAGERIAL ( ) NON-SUPERVISORY/NON-MANAGERIAL ( X )</b>
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**LOCATION OF POSITION:**

**UNIT TRAINING EQUIPMENT SITE (UTES), FLORENCE, ARIZONA**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT:** Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard (any unit supported by SMA) and be able to qualify for the following

**AFSC/MOS/AOC/BRANCH: ECMF: 63 MOS: 92A,92Y,92Z**

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard and those eligible for membership**. Individual selected will receive an Indefinite Appointment and may be converted to Permanent Status once position is no longer encumbered. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE:** Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

**NOTE:** Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

**NOTE:** Human Resources Office is the office that will officially approve the selection for a job offer.

**NOTE:** Must possess a valid state driver's license and the ability to obtain a U.S. Government Operator License.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of common automotive tools and the ability to determine calibration due dates and whether tools should be serviced, repaired, or turned in.
2. Skilled in basic computer and Microsoft office applications, and the ability to learn current or future military computer systems.
3. Ability to provide excellent customer service and to communicate clearly orally, and in writing.
4. Skilled in basic maintenance/supply operations to include dispatching of equipment, ordering/receiving supplies, and maintaining records.
5. Knowledge of receiving, storing, and issuing various Army classes of supply to include; automotive parts, tools, and petroleum products.
6. Ability to set up and maintain an efficient tool room and professional supply room.

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**SPECIALIZED EXPERIENCE:** Must have 18 months experience in verifying stock by opening, counting and visually checking the contents of the containers. Experience in setting up and shifting storage location in consideration of space available, turnover, and convenience of handling items. Experience in common computer applications, in order to create spreadsheets and memorandums. Experience in operating and maintaining the ULLS-G (Unit Level Logistics Ground) computer system. Experience in completing stock records by showing the names, quantities and location of stock. Experience in identifying correct items for intended use, recommending possible substitutes by using references such as manufacturers' specification, stock catalogs, manuals and bulletins.

**BRIEF JOB DESCRIPTION:** This position is located at the Unit Training Equipment Site (UTES), Florence, Arizona. The primary purpose of this position is to determine, identify, and select for issue, items described by users in terms of their intended usage; recommending possible substitutes and interchangeable items; determine work sequences, methods, procedures, and techniques for setting up and shifting storage locations; and determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration. Prepares periodic inventory and determines the basis for over, short, misplaced items by checking such references as out-for-repair, issue, and turn-in records maintained in the tools and parts room. Ensures that tools and equipment are maintained in good condition by performing visual and operating checks, taking measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment. Determines stock replenishment levels for centrally controlled supplies and other material within funding limitations. Receives a wide variety of supplies and specialized items requiring special handling. Searches for identifying or management data on items of supply. Compares data listed on documents with reference sources such as federal catalogs, stock lists, or other publications. Edits supply transactions, or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable. May assist a Surface Maintenance Mechanic by performing the less complex and more routine helper type duties. Performs other duties as assigned.

**SELECTING SUPERVISOR:** CPT KATHLEEN SPRINKLE